



TOWN BOARD MEETING AGENDA

Wednesday, January 12, 2022 | 5:00pm | Annual Meeting

Meeting to Order at 5:00pm

Supervisor:

- Administrative Appointments
 - Association of Towns Delegate: N/A
 - Deputy Supervisor: Ken Knapp
 - External Auditor: Bill Dealing, CPA: AUD, Stackel & Navarra: Single Audit/AUP
 - Clerk to Supervisor: Alicia Dewey
 - Historian: Thomas LaClair

- Board Appointments
 - Heritage Heights Sewer Board:
Tom Turgeon; Dennis Baldwin; Chris Matthews
 - Depauville Sewer Board:
Keitha Haas; Larry Girard; Bob Haver; Lynn Schnauber; TBD
 - Consolidated Health Board:
Mayor Norma Zimmer; Supervisor Lance Peterson.; Dr. Grybowski; Keitha Haas
 - Consolidated Health Board Officer: Dr. Grybowski
 - Clayton Youth Commission: (see attached for list of addresses)
 - Town: Sara Matthews; Nicci Hudson; Melissa Storandt; Eric Lashomb; Darin Barton; Kenny Garnsey
 - Village: Scott Johnson; Emily Males; Meredith Fox; Rachel Costantino; Jay Kittle; Chelsea Eppolito
 - Clayton Local Development Corporation: Jamie Ganter (Chairman); John Cooper (Treasurer); Kylie Peck (Secretary); Christine Powers; Jack Stopper; Dennis Weller; TBD; -*Ex Officio Members:* Doug Rogers; Norma Zimmer; Lance Peterson; Bobby Cantwell; Michael Bashaw; Chris Bogenschutz
 - Depauville Library: Tresa Forkey (President); Jan Larrow (Vice-President); Gail Egeressy (Treasurer); Colleen Schimpf (Secretary); Phil Pond; Keitha Haas; Doreen Hanson

- Other Appointments
 - Registrar: Megan Badour, Town Clerk
 - Records Management Officer: Megan Badour
 - Records Access Officer: Megan Badour
 - Budget Officer: Lance Peterson
 - Zoning Enforcement Officer: Richard Ingerson
 - Building Codes Enforcement Officer: Richard Ingerson

- Other Appointments, Continued...
 - Assessor: Kimberli Johnston
 - Town Constable: TBD
 - Depauville Sewer Operator: William Sherman

- Town Board Committees: (per Town Law 63, 13)
 - Lance Peterson: Highway, Consolidated Health, CLDC & ABM
 - Ken Knapp: Libraries & Chamber of Commerce
 - Donna Patchen: Buildings & Grounds, Cemetery & Personnel
 - Jim Kenney: Safety Coordinator, Planning & Zoning & Sewer Districts
 - Kathy LaClair: TIERS, Paynter Center & Youth Commission

Town Clerk:

- Appoint Deputy Clerk/Deputy Registrar: Mariah LaClair

Highway Superintendent:

- Appoint Deputy Highway Superintendent: Raymond Robinson

Town Facility Rates:

- Transfer Site—As adopted in 2020

- Cerow Recreation Park—
 - o Event Rates: \$600 base price, plus \$1 per attendee per day

 - o Event Room Rental: Full Room \$40/hour or \$300 Full Day or Half-Room \$20/hour or \$150 Full Day

 - o Pavilion Rental: \$50/day Resident - \$100/day Non-Resident

 - o Ice rates for 2021-2022:
 - \$90/hr contract
 - \$100/hr Old Timers
 - \$120/hr Community non-contract
 - \$200/hr Outside non-contract
 - \$3/day Public Skate admission
 - \$5/session Skate-n-Shoot
 - o Ice rates for 2021-2022:
 - \$95/hr contract
 - \$105/hr Old Timers
 - \$125/hr Community non-contract
 - \$200/hr Outside non-contract
 - \$3/day Public Skate admission
 - \$5/session Skate-n-Shoot

 - o Pool:
 - \$3/day Daily admission
 - Season membership: \$75 – family; \$50 – adult; \$40 – student
 - Pool event rental \$70/hour (under 30 ppl); \$100/hr (30-60 ppl)

 - o Advertising:
 - Arena Wall Sign: \$250/season
 - Ice Board Signage: \$250/season
 - In-Ice Signage: \$250/season
 - Zamboni Advertising \$300/side/season (3 sides)

Annual Resolutions:

1. Adopt the Official Undertaking of Municipal Officers Resolution.
2. Resolution to adopt Robert's Rules of Order as Town Meeting Rules.
3. Resolution to reaffirm "Rules for Public Participation at Town of Clayton Board Meetings" adopted by Resolution on October 31, 2008 and revised June 9, 2010.
4. Resolution to reaffirm "Resolution Regarding Rules for Public Hearings Conducted by the Town Board Town of Clayton", adopted December 9, 2009 and revised April 14, 2010.
5. Resolution to establish two regular meetings per month for Town Board—2nd and 4th Wednesday of the month at 5PM.
6. Resolution establishing that the second meeting in July will be held on Grindstone Island and the second meeting in August will be held in Depauville.
7. Resolution to designate the Thousand Islands Sun as the official Town newspaper.
8. Acknowledge and set the salaries of the elected officials: Supervisor \$33,000; Councilpersons \$4,000; Town Clerk \$28,500; Highway Superintendent \$55,500; Town Justices \$12,400.
9. Acknowledge that no formal action needs to be taken at the organizational meeting to further approve salaries for employees. In accordance with the established policies within the employee handbook, and as per the terms of any applicable bargaining unit the salaries for 2022 have been provided for within the 2022 budget. The Town Board has approved 2022 salaries by its action to approve the final budget on November 10, 2021.
10. Resolution that any "new hire" or "rehire" must be reflected in Board minutes.
11. Resolution to pay certain contractors or service providers by voucher:
 - a. Jay Slate: \$13.50/hour for seasonal Highway Laborer on Grindstone Island
12. Set official Town Hall hours for regular business:
 - a. Zoning Enforcement/Code Enforcement Office: 7am-3:30pm Monday-Friday
 - b. Assessment Office: 8:30am-4:30pm Monday-Friday
 - c. Town Clerk's Office: 8am-11:30am, 12:30pm-5pm Monday-Friday, 5:30pm-8:30pm Tuesdays and Thursdays, 8am-12pm Saturdays
 - d. Supervisor's Office: 9am-4pm Monday-Friday
13. Approve payment of \$1,200 membership dues for the Association of Towns for the year 2022.
14. Resolution to set mileage rate for 2022 at the established IRS and Federal Rate. IRS Rate for 2022 is \$.585 per mile.
15. Resolution to adopt Community Bank; Watertown Savings Municipal Bank; and Citizens Bank of Cape Vincent as Town Banks.
16. Resolution that no bills incurred by the Town of Clayton are valid without a voucher and that all vouchers that are to be paid must be delivered to the Town no less than five (5) business days prior to the regular Board meeting, unless otherwise approved by the Town Supervisor and that bills will be paid once per month, except in December for the year-end meeting.
17. Resolution authorizing Town Supervisor to sign checks or in absence, his Deputy.
18. Authorize the Town Superintendent of Highways to make highway purchases in an amount not to exceed \$10,000 without prior approval of the Town Board as per Highway law.
19. Authorize the Supervisor to execute contracts for insurance Renewals for the year 2022.
20. Resolution for Supervisor to sign agreement with Village for the Hawn Memorial Library for \$9,000 for 2022.
21. Resolution for Supervisor to sign contract with the Paynter Center for \$10,000 for Senior Services for 2022.
22. Resolution for Supervisor to sign a Town of Clayton Ambulance District agreement with TIERS for \$128,200 contract for expenses related to Emergency Services in the Town of Clayton and \$42,800 reserved for capital for 2022.
23. Resolution for Supervisor to sign contract with TI Museum for \$2,500 for expenses related to housing the Town Historian for 2022.

24. Resolution recognizing the current agreement with the CLDC regarding a 2022 contribution of \$15,000, at the discretion of the Town Board, for expenses related to economic development in the Town of Clayton.
25. Resolution to appoint Rob Company, PE, as Town Engineer per agreement (see attached).
26. Resolution to appoint Joseph Russell, Barclay Damon, LLP, as Town attorney at the rate of \$200 per hour.
27. Resolution to adopt the Comprehensive Financial Policy, embodying all Town financial policies into one document.
28. Adoption of the Employee Handbook v. 2020-03, inclusive of all policies within.
29. Resolution for a Zoning & Planning Fee schedule for the Town, adopted January 5, 2005, revised by motion on October 10, 2013 and November 8, 2017 and as revised and presented on January 13, 2021.
30. Resolution for a Code Enforcement Fee Schedule, adopted March 26, 2008, revised by motion on October 8, 2008 and November 8, 2017 and as revised and presented on January 13, 2021.
31. Resolution to adopt Town Clerk's Fee Schedule, adopted December 30, 2015.
32. Resolution to comply with requirements of NYS Environmental Quality Review Act.
33. Resolution that any employee of Town wanting to travel to schools, seminars, etc., who expect reimbursement must get Board permission.
34. Resolution affirming the Town Board's support for Resolution #23 of 2003 related to simplifying and enhancing the zoning and planning processes within the Town and Village of Clayton.
35. Resolution authorizing Petty Cash Funds (in accordance with Town Law Section 64, Subdivision 1(a) and the Town of Clayton Comprehensive Financial Policy) as follows:
 - a. Town Clerk: \$200.00 Custodian: Megan Badour, Town Clerk
 - b. Tax Collector: \$200.00 Custodian: Megan Badour, Tax Collector
 - c. Transfer Site: \$50.00 Custodian: James Jones, Recreation Supervisor
 - d. Recreation Park: \$50.00 Custodian: James Jones, Recreation Supervisor
 - e. Clayton Harbor Municipal Marina: \$200.00 Custodian: James Jones, Recreation Supervisor
36. Approval of \$20 fee for dishonored checks, as authorized by Section 85 of General Municipal Law (Section 5-328 of the General Obligations Law sets the maximum fee at \$20.00).
37. Resolution for the Town of Clayton Tax Collector to keep up to \$5.00 over payment of town taxes submitted and to pool said money and use to compensate for under payment amounts tendered.
38. A resolution of the Town of Clayton Board regarding Town contributions to Employee Health Reimbursement Arrangements and Flexible Spending Accounts.

Pending Litigation: Jan 2022

A. Status of pending General Litigation: None

B. Status of Tax Assessment Review Actions (See below)

- O'Donnell (610 Riverside Drive)
- Sheen
- Deedy